

Upload Certificate of Insurance (COI) Using the Online Licensing System

One of the most important responsibilities a Responsible Master Plumber (RMP) has is maintaining a current Certificate of Insurance (COI). The following TSBPE How-To Guide is a step-by-step walkthrough of exactly how to update a COI using the Online Licensing System (vo.licensing.hpc.texas.gov). **PLEASE NOTE: A new COI should not be uploaded until 3-5 days of the previous COI's expiration date.**

1. On the **Quick Start Menu** go to **Manage your license information**. Your Master license number will be visible on the left side of a drop down menu. Click on the arrow and go down to **Update Certificate of Insurance**. Press **Select**.

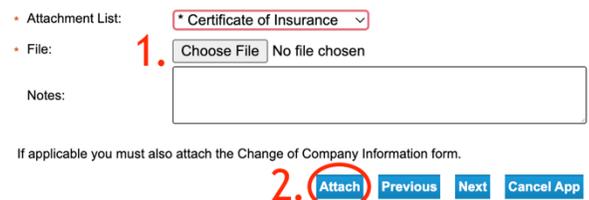


2. You will be brought to the Certificate of Insurance (COI) Introduction page. Select **Next**.

3. In Function Suitability, Select **Yes** when asked the question, “Do you have a signed, completed, COI in a .PDF format?”

4. Continue selecting **Next** and be sure everything in **Name and Personal details**, and **Contact Information** is entered correctly.

5. Please read and fill out everything in **Certificate of Insurance** and **Application Attachments** very carefully. Under Application Attachments you may also attach a Change of Company form if need be. Both the Certificate of Insurance and the RMP Change of Company Info and Form can be found on tsbpe.texas.gov under Forms. **IMPORTANT: ACORD FORMS ARE NOT ACCEPTED.** *The only document the TSBPE considers to be a valid COI is the TSBPE Certificate of Insurance which features the TSBPE seal on the top right of the page.*



6. **DO NOT FORGET** to press **Attach** after you’ve chosen the file and pressed “open.” Doing so may feel redundant, but you will not be able to advance without this step.

7. In **Summary (pre fees)** you may review and submit your **Update Certificate of Insurance - Application**.

8. Answer the Attestation and press **Next**.

9. **DO NOT** print out a .pdf summary. A copy of your transaction summary will be sent automatically via email. Return to the **Quick Start Me**.

10. Check your license page using the Public License Search to make sure the information went through: vo.licensing.hpc.texas.gov/datamart/selSearchType.do. The Public License Search is updated in real-time, so if you entered your new COI information properly, it will be visible on the Public License Search.